

I understand my responsibility for organizing a Challenge Course session. I will see that the necessary information is communicated to all participants (and their parents/guardians if under 18 years old) and that the forms will be properly completed. I will assure that the participants will be properly prepared for this experience. I have read the cancellation policy and understand the importance of notifying Prairie River Camp in the case of change. I will encourage all participants to support the course staff in the safe operation of the Prairie River Camp Ropes Course.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Mail a copy of this completed page to us with your \$100 deposit check made out to 'Prairie River Camp' to:**

***Prairie River Camp  
116 W. Clark St.  
Albert Lea MN. 56007***

**Please complete the following information:**

Group Name/Organization \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone: Cell # \_\_\_\_\_

Student Participants: \_\_\_\_\_ Chaperone Participants \_\_\_\_\_

Total Participants: \_\_\_\_\_ Age of Students \_\_\_\_\_

**Dates Desired:**

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**Session:**

4 Hour:        Low Ropes    High Ropes

5-7 Hour:     Low Ropes Combination

Wall/Zip Line Only (minimum 2 hrs) \_\_\_\_\_ hrs requested

Camping: Yes \_\_\_\_\_ No \_\_\_\_\_ Donation amount: \$ \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

Canoes:    Yes \_\_\_\_\_ No \_\_\_\_\_ Inner Tubes Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE NOTE: The cost of your ropes course experience will not be decreased by any participant cancellations within 7 days prior to your session**

In order to insure that you receive the date you want 14 days at a minimum is required. We encourage groups to schedule courses as far in advance as possible. Occasionally we may be able to organize a course in less time, only if facilitators are available.

To reserve and hold your course date a signed contract form which is located on the back inside cover of this brochure and a \$100 deposit is required.

The 'Medical Disclosure Form' and the 'Assumption of Risk Forms' are to be received in this office **one (1) week prior** to your scheduled session. You will find a copy of these forms in the center of this book. Please make as many copies as needed for your group. All participants need to have them completed and signed on both sides. **Anyone that does not have this form completely filled out and signed will not be able to participate. There will be no exceptions.**

**Your full payment is due on your course date** and should be given to the lead facilitator.

### **Cancellation Policy**

We commit to program expenses in advance and if a cancellation occurs less than 7 working days before your course date, your deposit will not be refunded.

In the event that the Prairie River Camp staff determines the ropes course unsafe for use due to severe weather or other circumstances you may reschedule with no fees charged.

### **Rescheduling Policy**

To reschedule, a written notice 14 days before your course date is required . If you choose not to reschedule, your entire deposit will be forfeited.

## **COURSE AGREEMENT**

Inform participants of what to wear and what to bring.

Let participants know what the structure progression will be (trust and initiatives, spotting school, problem solving and low elements, belay school, then the high elements. Also, make it clear that high elements are optional for all participants.

If the need for disciplinary action arises at any time during the day, please step up to assist the facilitators. This is especially important when the participants will be using the high elements.

This is a non-smoking, alcohol-free, profanity-free environment, please inform your participants before they arrive and help facilitators enforce this. This means no smoking, alcoholic Beverages and No Firearms. Thank You!

During lunch, everyone will need to stay up near the picnic tables or around the immediate vicinity. You are encouraged to explore the creek or woods, etc., if an adult accompanies them. This is primarily for liability and safety reasons.

Throughout the day we will take bathroom and water breaks.

At the end of the day, the group leader is responsible for making sure the grounds are cleaned and that nothing is left behind. Trash must be placed in the proper containers.

Please complete an evaluation form to give us some feedback on improvements and things that worked well for your group. We highly value all comments and suggestions from our groups.